

**Diocese of Guildford**  
**Housing Advisory Committee**  
**Parsonage Policies**

**Introduction**

The Diocese of Guildford seeks to provide a standard of accommodation for the clergy and their families which is in line with the guidelines set out in the 'Green Book Guide'. Full details of this Guide may be found on the Diocesan website.

The Diocese seeks to carry out a thorough inspection every five years of each property (known as a quinquennial) and undertakes the work that needs to be done.

The Diocese may agree to allow work over and above the Green Book Guide, if the occupant makes such a request and is willing to pay for the work, but no money spent in that way is refundable, even on departure. Any extra work like this requires the permission of the Buildings Manager. Any item belonging to the Parsonage that is removed must be stored in a safe and dry place and be available for re-use by future occupants.

The Diocese makes this document available to all occupants and PCC Secretaries. It is also incorporated into the Parsonages Handbook and found on the Diocesan website.

The Diocese interprets the Green Book Guide as follows:

**1. The house as a whole**

- |   |   |
|---|---|
| a) Cavity Wall Insulation   | This is required for all new parsonages. With regard to existing parsonages   |
| Government grants are available. The occupier has to make the application and gain the approval of the Property Department. Not all buildings are suitable. |   |
| b) Double glazing   | The Diocese aims to provide double glazing for every property over time. This requires sensitivity to the character of the house and appropriate permissions from the Local Authority. The same style of window design will be provided for the whole house. Replacement of double glazing will be carried out where the existing has evidently failed. |

c) Smoke alarms	Smoke alarms will be provided on mains power in new buildings or where rewiring is carried out. Otherwise battery alarms will be provided. There will be one alarm on each floor.
d) Floor coverings coverings	The Diocese pays for vinyl/sealed floor in wet rooms, ie the cloakroom, the bathroom/shower room(s), the kitchen, and the utility room. The Diocese pays for fitted carpet in the study area.
e) Security alarm of	The Diocese offers a grant of up to a maximum £700 or 50% of a new installation and 50% of an upgrade. It is hoped that the PCC rather than the occupant will match this grant. The PCC are responsible for ongoing maintenance.
f) Insurance insurance,	The Diocese is responsible for buildings and that includes fixtures and fittings. All contents are the responsibility of the occupant.
g) Drains/Gutters occupant to	The Diocese is responsible for maintaining the fabric of the drains, but it is down to the occupant to ensure proper use of the drains and make sure fat, hair, and other causes of blockages do not create problems. Occupants are responsible for keeping gutters and gulleys clear.
h) TV aerials	These are the responsibility of the occupant.
i) Phone lines/sockets Diocese. It occupant broadband etc.	These are not the responsibility of the Diocese. It falls to the parish in negotiation with the occupant to sort out extensions, other sockets,

- j) Electricity supply
- The Diocese will organise for a full electrical test to be carried out by a registered contractor every five years. If rewiring is recommended, this will normally be booked for the next vacancy. Any safety concerns will be actioned immediately.
- Occupants are not to meddle with anything that requires a qualified electrician. The requirements of new legislation will be implemented where possible and reasonable. Energy saving devices are encouraged.
- k) Gas supply
- The Diocese will arrange for an annual survey and produce a safety certificate.
- l) Heating system.  
they
- The Diocese will provide a central heating
- If an occupant requires supplementary heating, they can install a new fire at their own expense. It is recommended that occupants consider installing Carbon Monoxide monitors.
- m) Sub letting  
Secretary  
and
- This is only permitted if the Diocesan and the relevant Archdeacon are in agreement if vacant possession is guaranteed upon the departure of the occupant. Agreements must have the approval of the Diocesan Solicitor and comply with current legislation and Health and Safety guidelines.
- n) Emergency works  
or to
- Anything which is a risk to the building people qualifies as an emergency work. The occupant must contact the Property Department first of all, and only if they are not available may an instruction be given to a recommended/nominated contractor (from the list provided in the Parsonages Handbook) for

works up to a value of £300.

- for
- o) Internal decorations
- internal decorations and encourages them to set aside funding for one room per year. In practice internal redecoration usually occurs during a vacancy and if a fund has been built up over a few years, this becomes a manageable task.
- Neutral colours are encouraged and if an
- occupant
- chooses a strong colour for a room, they are advised that they may have to return it to the
- neutral
- colour before departure.
- of
- If an occupant wants wallpaper, then the cost
- materials and labour over and above paintwork is their responsibility.
- p) Pest Control
- In the first instance the occupier/parish tries to resolve the problems caused by wasps/mice/rats/ants/squirrels. Where an expert is required, they are advised to ring the Pest Control Officer at the Local Authority. Where the solution requires a structural solution, ie keeping squirrels out of a building, the Property Department will look at each request for help on a case by case basis.

## **2. Specific spaces**

- a) Bedroom fitted units
- Wardrobes will be fitted in at least two bedrooms, if required. Where fitted units are already installed, they are not to be removed without permission from the Property Department.
- b) Study shelving
- If required, the Diocese will provide for a 30 m run of shelving for books.
- c) Showers/bathrooms
- Depending on layout:

there will be one bathroom and one ensuite shower room per house. This will include one power shower, if required, and one bath in each property.

- d) WCs  
The WC on the ground floor will be accessible, if possible, for visitors without causing them to intrude in the private area of the house and will be disabled friendly, again if possible.
- e) Loft insulation  
The Diocese aims to increase insulation to modern standards.
- f) Front porch  
an issue. This will be provided where security is
- g) Cooker  
The Diocese pays up to £600 (excluding fitting) for a cooker. Even if the occupant contributes, the cooker is the property of the Diocese.
- h) Kitchen units  
will  
Kitchen units should last about 15 years and be repaired/renewed, as needed and preferably during a vacancy or at a Quinquennial. The criteria to be used in deciding whether a kitchen should be replaced are ones of function and design. Are the majority of the parts of the kitchen functioning adequately? Is the design of the kitchen appropriate? Where it is difficult to make this decision, the case will be referred to the Housing Advisory Committee. The Diocese does not normally provide for under-cupboard lighting or cornices at the top of units, but will install extraction units, ducted to the outside of the building. The Diocese discourages the installation of integrated units.
- i) Parish Offices  
It is the responsibility of the PCC to provide a space for a parish office and its equipment and this should not be in the Vicarage. If it is, in

expectation

exceptional circumstances, in the Vicarage, it must be by agreement with the incumbent. Parishes must note that each new incumbent can choose whether the Parish Office is in the Vicarage, without any sense of

or requirement. It is important to recognise that the Vicarage is a private home.

### **3. Outside areas**

a) Garden boundaries and secure.

The rear Garden should be both private

Fencing must be stable, but not necessarily 'dog-proof'.

b) Hedges

The occupant is responsible for reasonable maintenance. The Diocese may need to cut a hedge back to 6-8 foot, if it has got out of hand, so that it can be easily maintained, but it will not repeat the exercise during a single occupancy. Occupants need to be aware of their responsibility to prevent hedges growing too tall.

c) Trees  
part

The Diocese will carry out regular surveys as a part of the Quinquennial, in order to spot trees that provide a risk. If specialist equipment is required for any work on grounds of Health and Safety, the Diocese carries the responsibility. Occupants are asked to notify the Property Department of any concerns.

d) Sheds/outbuildings provision and stone for

The occupant is responsible for the maintenance of garden sheds, but not brick or built outbuildings. If there is no suitable storage space, the Diocese will provide a wooden shed for mower/garden equipment.

e) External security lighting adequate

The Diocese is responsible for providing lighting

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